

UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

No. 125

Job Vacancy

November 30, 2004

OPEN TO: U.S. Citizens Eligible Family Members (AEFMs) –
All Agencies

POSITION: NEWSLETTER EDITOR/OFFICE CLERK, FP-8*

OPENING DATE: Tuesday, November 30, 2004

CLOSING DATE: Tuesday, December 14, 2004

WORK HOURS: Part-time – 20 hours/week

SALARY: *EFM : FP-8
(Position Grade: FP-8 is confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Bogota is seeking an Eligible Family Member (EFM) for employment in country for the position of Newsletter Editor-Office Clerk in the Community Liaison Office (CLO).

BASIC FUNCTION OF POSITION

The incumbent of the position creates the weekly Embassy newsletter, flyers, bulletins, maintains CLO Library, monthly bulletin board, FLO materials and provides basic office support.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Education: Completion of U.S. High school and one year of college credits are required.
- B. Prior Work Experience: Two years of experience in office working environment or in any field which required professional writing and/or editing, skills. Volunteer experience will be considered, if applicant used a similar skills set: creating newsletters and flyers.
- C. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level I (Elementary Proficiency) Speaking/Reading Spanish is required.
- D. Knowledge: Good Internet research is required. Must understand copyright rules.
- E. Skills and Abilities: Proficiency in typing is required. General computer literacy. Good knowledge of the following computer programs are required: Microsoft Word, and ability to use Clip Art or similar programs.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

- 1. Application for Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or
- 2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
- 3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- 4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. **Applications will not be returned. Applicants should keep a copy for their files.**

DEFINITION

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. Citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a Us Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad.

CLOSING DATE FOR THIS POSITION: TUESDAY, DECEMBER 14, 2004

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "B"

NEWSLETTER EDITOR/OFFICE CLERK.DOC